

Top Ten Helpful Hints for October

- 1. Please remember to turn off pop-up blockers before logging in to CM/ECF.**
- 2. Leave the receipt field blank when filing a pleading that requires a fee. The system will assign a receipt number after the transaction is complete.**
- 3. Declarations re: Electronic Filing should include the case name and case number . (Example: John Doe Bk Case No. 00-11111- XXX)**
- 4. If you receive an e-mail from the Court notifying you of outstanding fees due, you can make your payment by going into Utilities and Internet Payments Due. The credit card information screens will appear and allow you to make your payment.**
- 5. Don't forget to attach a proposed order for the Judge to sign to your motion pursuant to Rule 7102 (b) (4).**
- 6. Motions for Relief require a certificate of service, notice of hearing, military affidavit and a statement of parent companies.**
- 7. All pleadings require an electronic signature in proper format (Example: /s/ John A. Doe)**
- 8. If you've made an error during the electronic filing process, please call the CM/ECF Help Desk at 1-866-252-6323.**
- 9. Do not list the same creditor more than once on the creditor matrix unless the address is different.**
- 10. Go to Utilities and Mailing Information for a Case to determine whether parties will be served electronically or manually.**